



## CONFIDENTIAL RECORD OF FORMAL COMPLAINT

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Complainant's Name

. Over 18

. Under 18

Date Formal Complaint Received: / /

Complainant's contact details

Phone:

Email:

Complainant's Role/status

- . Administrator (volunteer)
- . Parent
- . Athlete/player
- . Spectator
- . Coach/Assistant Coach
- . Support Personnel
- . Employee (paid)
- . Other
- . Official .....

Name of person complained about (respondent)

. Over 18

. Under 18

Respondent's Role/status

- . Administrator (volunteer)
- . Parent
- . Rider
- . Spectator
- . Coach/Assistant Coach
- . Support Personnel
- . Employee (paid)
- . Other
- . Official .....

Location/event of alleged issue

Description of alleged issue

Nature of complaint (category/basis/grounds)

Can tick more than one box

- . Harassment or
- . Sexual/sexist
- . Coaching methods
- . Personality clash
- . Race
- . Physical abuse
- . Disability
- . Pregnancy
- . Unfair decision
- . Other .....
- . Discrimination
- . Selection dispute
- . Sexuality
- . Verbal abuse
- . Bullying
- . Religion
- . Victimisation
- . Child Abuse

Methods (if any) of attempted informal resolution

Formal resolution procedures followed (outline)

If investigated: Finding -

If went to hearing tribunal:

Decision -

Action recommended -

If mediated:

Date of mediation -

Were both parties present -

Terms of Agreement -

Any other action taken -

If went to appeals tribunal:

Decision

Action recommended

Resolution

- . Less than 3 months to resolve
- . Between 3 – 8 months to resolve
- . More than 8 months to resolve

Completed by

Name:

Position:

Signature: //

Signed by:

Complainant:

Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).